



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

January 23, 2024

Re: 2024 - 2029 Laundry Service for Camp Wilton in Saratoga County – IFB CAP 020624

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. Question: Where is Camp Wilton located?

Answer: As per IFB CAP 020624, Scope of Work, page 19, section **I.B. Delivery and Pick-up Requirements**, the address of Camp Wilton is:

75 Northern Pines Road
Wilton, NY 12831

2. Question: Could you provide more details on the condition of the sheets? Are they typically subjected to light use, heavy soiling, or any specific conditions we should be aware of? Are there any stains or contaminants that we need to address in the laundering process?

Answer: The linens are soiled at various levels depending on the groups of campers served each week. Some weeks may have more soiled linens than others. There may be increases during weeks in which incontinence may be more prominent. Other weeks, the linens may be lightly soiled.

3. Question: What is the estimated weight of sheets that need to be laundered per week? Are there peak times or seasons where the laundry load is expected to be higher?

Answer: Camp Wilton has the capacity to serve up to 80 campers per week, with a different group of campers attending each week. There is a likelihood that there could be up to 80 sets of sheets per week. The weeks in which campers require less staff support will have a greater number of campers than those weeks in which campers require a greater level of support.

4. Question: How often do we need to pick up soiled sheets for laundering, and what is the expected frequency of delivery for the cleaned sheets? Are there specific days or times that work best for pick-up and delivery?

Answer: As stated in IFB CAP 020624, Scope of Work, page 19, section **I.B. Delivery and Pick-up Requirements**, drop off will be every Monday between 9:00 AM and 10:00 AM and pick-up will be every Friday between 8:00 AM and 9:00 AM.



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5. Question: Could you clarify the duration of the summer camps? Is it an 8-week program, or are there variations in the length of different camps?

Answer: As stated in IFB CAP 020624, Scope of Work, page 19, section **I.B. Delivery and Pick-up Requirements**, “Camp Wilton begins approximately June 15 and ends approximately August 20.” Camp will operate for 8 weeks.

6. Question: Are there any specific soap or detergent requirements outlined in the contract? Should we use hypoallergenic or environmentally friendly products, or is a standard detergent acceptable?

Answer: As stated in IFB CAP 020624, Scope of Work, page 20, section **II.A.2. Quality of Services**, “Contractor will provide the services associated therewith that are comparable to generally accepted standards for mass produced health care linens.”

7. Are there any environmental considerations, such as eco-friendly laundry practices or waste management requirements, outlined in the contract? How should we address sustainability in our laundry operations?

Answer: Although OPWDD does not specify in the IFB, in accordance with New York State Executive Order 22, it is recommended that the Contractor should consider protection of public health and the environment, avoidance of hazards from the use or release of toxic substances, and pollution reduction and prevention. For information and approved items, please visit <https://ogs.ny.gov/green-cleaning>.

8. Question: Does the laundry contract include cleaning specialized items such as uniforms, linens, or other government-specific garments? Are there any unique laundering requirements for these items?

Answer: Please see IFB CAP 020624, Scope of Work, page 20, section **I.C. Inventory** for details about the types of items to be laundered.

9. Question: Can you provide specific details on the billing and invoicing process, including any government-specific requirements? Are there guidelines for cost breakdown and transparency in billing?

Answer: Please see IFB CAP 020624, Scope of Work, pages 22 and 23, section **IV. ACCOUNTING** for details.



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10. Question: Is subcontracting allowed?

Answer: As stated in IFB CAP 020624, page 5, section **11. Subcontracting**, “No Subcontracting of services is allowed with this IFB without written permission of OPWDD.”

Respectfully,

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